

Custodial, Labor and Trades Branch  
Labor and Trades Supervisor Group  
Sewage Plant Series

**WASTEWATER TREATMENT PLANT OPERATIONS SUPERVISOR**

04/95

*Summary*

Under general supervision, supervise and coordinate the activities of personnel engaged in the operation of a wastewater treatment or reclamation plant; perform related duties as required.

*Typical Duties*

Ensure plant operations comply with federal and state requirements and departmental procedures. Involves: inspecting plant to determine efficiency of operation, cleanliness and identify maintenance requirements; checking for signs of equipment and treatment deficiencies; analyzing laboratory results and instrument readings and making required adjustments; supervising the operation of injection wells; checking for excessive noxious odors; regulating dosages of chemicals applied to sewage during treatment.

Develop and oversee plant operations. Involves: planning, scheduling and coordinating maintenance of equipment with maintenance section; monitoring sewage and water sample data; making recommendations for improvements to processes and equipment; responding to emergencies and determining remedial action; acting on behalf of plant superintendent in his/her absence or as assigned; requisitioning and maintaining inventory of chemicals and supplies; preparing daily activity logs and operating reports.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development and maintaining records of operator certification and training; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices and complying with and enforcing health and cleanliness policies; ensuring adherence to applicable regulatory and departmental standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

*Minimum Qualifications*

Training and Experience: Graduation from high school or G.E.D. and six years experience in the operation of a sewage treatment plant including two years of experience at the level of a Sewage Plant Operator III; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: sewage treatment and sludge processing; sewage treatment plant equipment operations; safe working practices and procedures; the use and care of common hand tools; operator certification requirements. Good knowledge of: local, state and federal rules and regulations governing sewage plant operations; the operation and maintenance of injection wells; health and cleanliness policies and safe working practices and procedures. Some knowledge of supervisory techniques standards of conduct and work attendance.

Ability to: evaluate the operation of a sewage plant and make recommendations for adjustments; plan, supervise, assign, train and evaluate the work of assigned personnel; enforce personnel rules and regulations, standards of conduct and work attendance; make quick and sound decisions in emergency situations; express oneself clearly and concisely both orally and in writing; analyze data; establish and maintain effective working relationships with fellow employees, officials and the general public; maintain activity logs and prepare operational reports.

Skill in the use and care of common hand tools.

*Physical Requirements:* Mobility within a sewage treatment plant environment to inspect the process and perform corrective actions; exposure to unpleasant working conditions; exposure to all weather conditions; climb ladders to access equipment; subject to on call during non-working hours.

*Licenses and Certificates:* Texas Class "C" Driver's License; Texas Class "B" Wastewater Treatment Plant Operator Certificate of Competency.

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Director of Personnel

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Department Head

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